

cheat sheet to self publishing: print book



by Gianni Anchois

leadershipthebook.weebly.com



1. research & write

tools: Scrivener, Pages



2. download and apply template

use styles to define TOC, chapters, paragraphs, indent; spell check; proof read



3. export to PDF

check formatting, page breaks, fonts, TOC and page numbers, image quality (min. 300 DPI)



6. save as draft

read; apply changes; re-write



5. build cover

choose picture, graphic, colour scheme, layout and fonts

createspace

an Amazon company

4. upload to CreateSpace

fix errors; double check: image quality, formatting, page breaks, fonts; proof read



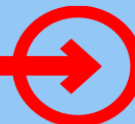
7. go back to step 3

repeat as needed, then ...



8. PUBLISH!

Congratulations!!!



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cheat sheet to self publishing: ebook



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1. research & write

tools: Scrivener, Pages



2. download and apply template

use styles to define TOC, chapters, paragraphs, indent; spell check; proof read



3. export to ePub

run ePub validator, fix errors, check NCX TOC, formatting, fonts, image quality and placement. Use Calibre, Kindle Preview, iBook. Test on smartphones and tablets (iOS, Android) devices.



6. save as draft

read; apply changes; re-write



5. build cover

choose picture, graphic, colour scheme, layout and fonts



4. upload to KDP

fix errors; double check: image quality and placement, formatting, fonts; proof read



7. go back to step 3

repeat as needed, then ...



8. PUBLISH!

Congratulations!!!



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